



Town of Westford Job Description

<u>Position Title:</u> Director of Public Works	<u>Band/ Step/ Hourly Wage:</u> Band 9	<u>Previous Rev Date:</u>
<u>Reports To:</u> Town Manager	<u>Department:</u> Public Works	<u>Current Rev Date:</u> March 2009

Department Head/ Exempt

Position Summary:

Position is responsible for the management and administration of the Public Works Department. Work includes ensuring for the efficient and effective use of equipment and personnel, developing and administering budgets, policies and procedures, ensuring for the safety of employees and the public, performing procurement and contracting functions, responding to personnel management issues, and ensuring compliance with all applicable laws and regulations pertaining to department and division operations.

Performs highly responsible professional, administrative and supervisory work to plan, organize, direct, coordinate and manage all functions and activities of the Public Works Department including Engineering, Cemetery, Conservation Land Management, Fleet Management, Geographic Information Systems (GIS), Highway, Parks and Grounds, Facilities, Forestry, Solid Waste Disposal, Storm Water Management, Sewer Treatment Plants, and Water. Provides technical assistance to various municipal boards; all other work as required that is logical to the position.

Errors in judgment and administration decisions may cause an adverse impact on employee morale, cause confusion and delay; legal or financial repercussions; waste of public funds, lower standards of service that could seriously affect the public image of the department or the town; and significantly impact long-term capital planning and infrastructure.

Principal Responsibilities:

Position is responsible for managing functions and processes such as planning, organizing, controlling, coordinating, evaluating, and integrating activities and programs for the public works department and its divisions. Employee uses extensive judgment and ingenuity to interpret and apply administrative or organizational policies, general principals, legislation, or directives that pertain to the public works department and divisions. Employee is required to develop new or adapt existing methods and approaches for accomplishing objectives or to deal with new or unusual requirements within the limits of the guidelines or policies. Employee is responsible for maintenance and repair of the Town's infrastructure through direction of departmental staff and equipment, private contractors, engineers, and architects.

Errors could result in personal injury/loss, delay or loss of service, monetary loss, injury to self and others, damage to buildings and equipment, and legal repercussions.

The essential functions or duties listed below are intended only as illustration of the various types of work that may be performed and are representative of those that must be met by an employee to successfully

perform the essential functions of the job. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position:

- Responsible for innovatively providing all departmental services to the town, as well as managing the general fund budget and enterprise fund budgets; design and direct construction of public works projects and determine their scope and schedule; recommends, develops, implements and coordinates town policies and programs.
- Provide overall direction to operating and administrative division; develop department goals and objectives; design departmental organization structure; assess performance in relation to established goals; and take appropriate action to improve departmental efficiency and service provision.
- Responsible for the construction, operation, repair and maintenance of sewage treatment and distribution facilities; the construction, repair and maintenance of town roads, streets, traffic control facilities and parking lots and drainage systems; forestry; certain construction, repair and maintenance of town buildings, structures, vehicles and facilities; solid waste collection, disposal and recycling, snow removal operations, engineering and traffic, and other town operations and facilities.
- Responsible for the supervision of the design and preparation of engineering drawings, plans and specifications for the construction, reconstruction and repair of town facilities. Retain and manage the services of engineering, architectural and economic consultants; responsible for the coordination with, the regulation of, and the construction inspection of the work projects of utility companies, state and federal agencies, contractors, developers and other parties.
- Organize, direct, plan and administer all public works functions through subordinate Directors and Assistant Directors, foremen and other personnel for the coordination of activities and the proper functioning of units or departments; and to interpret, implement and coordinate major objectives, policies and programs; discuss and establish subordinate policies and programs as they affect the operations and coordination of the respective department and interrelationship with other divisions and functions.
- Provide a trained and competent work force for the maintenance, operation, repair, and construction of town facilities and operations. Instruct, direct, advise and assist subordinates as to schedules, methods, technical requirements; departmental, town, state and federal policies; provide personnel management for all departmental employees in conformance with union contracts and provide overall supervision and training for department personnel; select and evaluate personnel and recommend appropriate personnel actions; provide recommendations relative to the negotiations and administration of labor agreements; and hear and resolve employee grievances within authority. Has control of confidential information such as departmental personnel records, bid/proposal information, labor and collective bargaining matters, investigations and other information regarding employees.
- Provide for adequate clerical and accounting functions, files and records. Engineering records, drawings, land plans, surveys and related data; confer, communicate, and/or represent the Town before federal or state departments, engineering firms, developers, legislative committees, state boards and departments; provide technical advice and assistance to various boards, committees and commissions.
- Secure, administer and make applications for grant programs; work with banking officials, consultants and the Director of Finance and Administration on the financing of major projects.

Required Experience, Skills, Knowledge and Abilities:

Comprehensive technical and practical knowledge of the materials, methods and techniques relative to public works construction projects, civil engineering, experience in the management of drinking water systems; thorough knowledge of public works financing and administration; knowledge of laws and regulations governing municipal public works operation; knowledge of municipal procurement and public construction laws and practices, and federal, state and local laws and regulations governing streets, environment and public construction.

- General knowledge of snow and ice control techniques and practices. General knowledge of computer applications in engineering design and drafting, geographic information systems, word processing and spreadsheets. Knowledge of municipal government, organization and law. General knowledge of environmental regulations, contract and procurement laws. Knowledge of Mass Highway Chapter 90 Funding.
- Requires excellent managerial and leadership skills; excellent communication skills orally and in writing; excellent planning, time management and organizational skills.
- Ability to plan, assign and supervise the work of groups of employees engaged in a variety of public works construction and maintenance operations. Ability to manage multiple project assignments under occasional adverse weather and operating conditions.
- Ability to meet project timetables and manage expenses; contract administration skills. Ability to prepare and administer budgets and to prepare financial reports using applicable hardware and software technology.
- Ability to establish and maintain effective and harmonious working relationships with Town officials and departments, state agencies and the public. Ability to establish and maintain effective working relationships and to deal with employees and the public tactfully and effectively in emergency and adverse situations.

Education, Training, Special Licensure/Certification Requirements:

Bachelors degree in civil engineering with master's degree preferred in an engineering discipline, public administration, management, or closely related field. Registration as a Massachusetts Professional Engineer desirable. 7-10 years of professional and engineering, management and administrative experience, including experience in municipal public works , with minimum 5 years as a director preferred.

Must demonstrate track record of high level responsibility with supervisory experience. Must demonstrate leadership skills in the context of formal organizations.

Must possess a valid Hydraulics License and Commercial Drivers License or be able to obtain each within 6 months of hire.

Contacts (boards & committees, vendors, general public, etc.):

Has frequent contact with employees, departments, elected and appointed officials, citizen or governmental committees, state and federal personnel and agencies, vendors, consultants, contractors, outside organizations and the general public.

The ability to communicate and coordinate with the Administrative staff, employees, other Town departments, and Town, State and Federal officials, along with the residents of the Town. Communicate on a daily basis to supervise and manage employees, contractors, and engineers working for the town on public works projects.

The position has frequent contact with the public in person, in writing and on the telephone. The purpose for contact is to respond to inquiries, requests, or complaints, render services, and/or give or receive information.

The position has daily contact with other town departments, Boards and Committees, state and federal regulatory agencies and organizations. The purposes for contact is to coordinate projects and proposals, discuss situations of mutual concern, discuss personnel matters, payroll issues, work assignments, and provide information and assistance. Contacts are made in person, on the telephone, via radio, or in writing.

Supervisory Responsibility (Include Positions Supervised):

Reports to and works under the general direction of the Town Manager. Delegates considerable authority for the performance of technical and day-to-day administrative activities to appropriate divisional personnel as the major emphasis is on overall administration and coordination.

Supervises, either directly or indirectly through subordinates, all employees of the Department. Designates an employee to serve as supervisor in his/her absence.

Plans and supervises the training of subordinates.

Evaluates employee performance; handles departmental discipline in accordance with the Town's Personnel Policies /union contracts, and state and federal laws; monitors use of leave.

Responsibility for Operating Budget:

Direct the preparation of the annual department operating and capital budgets; present budget recommendations and justifications; review and analyze performance against budget and develop appropriate control procedures; and oversee the specification and procurement of department supplies, materials and equipment; advise and assist the Town Manager in the long-range planning for future expansion of facilities; formulate, present and explain short-range budgets and capital projects before Town Manager, Town Council and Finance Committee, and other groups as necessary; regularly inform Town Manager on the status or programs, operations and condition of facilities.

Primary Physical Requirements:

*Use **F** for Frequently, **O** for Occasionally, **R** for Rarely, **N** for Never

Primary Physical Requirements

LIFT up to 10 lbs.: F

LIFT 10 to 50 lbs.: R

LIFT over 50 lbs.: N

CARRY up to 10 lbs.: F

CARRY 10 to 50 lbs.: R

CARRY over 50 lbs.: N

Other Physical Considerations

Twisting: R

Bending: R

Squatting: R

Kneeling: R

Crouching: R

PUSH/PULL: O

**DURING AN 8 HOUR DAY,
EMPLOYEE IS REQUIRED TO:**

Consecutive Hours

Sit: 1 2 3 4 5 6 7 8

Stand: 1 2 3 4 5 6 7 8

Walk: 0 1 2 3 4 5 6 7 8

Total Hours

1 2 3 4 5 6 7 8

1 2 3 4 5 6 7 8

1 2 3 4 5 6 7 8

WORK SURFACE(S)

Carpeted, wood, linoleum & cement floors

Summary of Occupational Exposures:

Employee works in varying conditions in a moderately loud office and in the field. Employee is exposed to outdoor weather conditions, high places, toxic or caustic chemicals, fumes or airborne particles, extremes of

heat and cold, near moving mechanical parts, risk of electric shock, risk of radiation, and potentially dangerous situations up to 1/3rd of the time. Employee frequently lifts up to 10 lbs., occasionally lifts up to 60 lbs., and seldom lifts up to 100 lbs. Normal vision is required for the position. Equipment operated

includes light trucks, automobile, heavy equipment, light Equipment, pneumatic tools, power tools, hand tools, office machines and computers.

Employee is required to stand, walk, sit, talk, hear, use hands (reach and grasp), climb, balance, stoop, kneel, crouch, crawl, bend, reach with hands and arms, and taste or smell.

Ability to operate a computer and view a computer screen for extended periods of time (Video Display Terminals, calculator, Telephones, Office machines, Personal Computers).

Environment:

Inside: 85 % **Outside:** 15 %

Position Title: Director of Public Works

APPROVALS

<u>Department Head</u>	<u>Date</u>
<u>Town Manager</u>	<u>Date</u>
<u>Employee Signature</u>	<u>Date</u>
<u>Union Steward, if applicable</u>	<u>Date</u>
<u>Human Resources Director</u>	<u>Date</u>

Note: The purpose of this job description is to provide an outline of the more significant work elements of the position and to organize and present the information in a standard manner. It is not intended to describe all the elements of the work that may be performed by every individual in this classification, nor should it serve as the sole basis for Human Resource decisions and actions.